

Cosmetology Instructor

Documentation Required for Licensure

☐ Application and fee (\$60). **All application fees are nonrefundable.** To apply, do one of the following:

1. Create an account, apply and pay online at:
<https://ibpllicense.iowa.gov/PublicPortal/Iowa/IBPL/common/index.jsp>, OR
2. Print, complete and return a paper application:
<http://idph.iowa.gov/Portals/1/Files/Licensure/COS%20APP%20%287.2.13%29.pdf>.

☐ License Requirement - Provide proof of one of the following:

1. A current Iowa license in the specific practice discipline to be taught, OR
2. A current Iowa license in cosmetology and demonstrated skill and knowledge required to instruct in the specific practice discipline to be taught.

☐ Instructor Training/ Active Practice Requirement - Provide proof of one of the following:

1. Completion of 1,000 hours of instructor training from a board-approved school, OR
2. Two years of active practice in the field of cosmetology within the 6 years directly preceding submission of the application.

☐ Advanced Instructor's Institute Training Requirement –

Provide proof of completion of a 16-hour advanced instructor's institute training approved by the board.

Please Note: Electrology instructor applicants must provide proof of 60 hours of practical application experience. Proof of experience must be documentation from an employer.

☐ Examination/ Experience Requirement - One of the following:

1. Passing score of 75% or higher on the NIC instructor exam, OR #2 below.
 - Applicants that have been previously licensed in another state and graduated from a cosmetology school prior to January 1, 2000, must provide proof of passing the state written and practical examination required by the state where the applicant was originally licensed. Board staff will determine whether the previous exam meets Iowa requirements. If it does not, the applicant will be required to take the NIC exam before he/ she can be licensed in the state of Iowa.
 - Applicants that have been previously licensed in another state and graduated from a cosmetology school after January 1, 2000, must provide proof of passing a national theory examination. Board staff will determine whether the previous exam meets Iowa requirements. If it does not, the applicant will be required to take the NIC exam before he/ she can be licensed in the state of Iowa.
2. Official verification of licensure verifying the applicant has held an active instructor's license in another state for at least 12 of the last 24 months directly preceding submission of the application. The license verification must include license issue date, expiration date and any pending or past disciplinary action. The verification may be printed from another state licensing board's website if it contains all of the required information. If web based verification is not available, the verification must be send directly to the Board office by the state(s) where the applicant has been licensed, registered, or certified. If the applicant has never been licensed in another state, ignore this item